



# USAID | AFGHANISTAN

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER: 72030618R10031**

**ISSUANCE DATE:** July 26, 2018  
**CLOSING DATE/TIME:** August 09, 2018 (4:30 PM, Kabul Time)

**SUBJECT:** Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) – **Project Management Specialist (Engineering) FSN-11 (Multiple Vacancies)**

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1, Sections I through V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to [KblAIDHR@usaid.gov](mailto:KblAIDHR@usaid.gov).

Sincerely,

Dustin Kohls  
Executive Officer

**I. GENERAL INFORMATION**

- 1. SOLICITATION NO.:** 72030618R10031
- 2. ISSUANCE DATE:** July 26, 2018
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** August 09, 2018 no later than 4:30 pm Kabul time.
- 4. POSITION TITLE:-**Project Management Specialist (Engineering) - (Multiple Vacancies)
- 5. MARKET VALUE:-**Equivalent to **FSN-11 (Step 1-13)**  
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of US Embassy Afghanistan. Final compensation will be negotiated within the listed market value.
- 6. PERIOD OF PERFORMANCE:-**The period of performance is one year, with the possibility of extensions up to a total of five years, subject to availability of funds, satisfactory job performance and need for continued service.
- 7. PLACE OF PERFORMANCE:** **Kabul, Afghanistan.**
- 8. SECURITY LEVEL REQUIRED:** As an employment precondition, the successful applicant is required to obtain U.S Embassy Afghanistan RSO Security Clearance.
- 9. STATEMENT OF DUTIES**

**1. General Statement of Purpose of the Contract**

The incumbent serves as the Senior Infrastructure Engineer for Energy-Business Team in USAID/Afghanistan's Office of Infrastructure (OI). In this capacity, the incumbent has specific engineering and project management responsibilities. Working under the guidance of the Energy-Business Team Lead and the Deputy Director for OI, the incumbent serves as a senior engineer for one or more categories of activities under OI's large budgeted portfolio of programs related to performance improvement of Afghanistan's national energy parastatal, Da Afghanistan Breshna Sherkat (DABS) and the Ministry of Energy and Water. These activities range from the management and monitoring of power and energy projects to the provision of capacity building and advisory support to DABS. In addition, the incumbent establishes and maintains contacts and relationships with senior Afghan government officials, representatives of the World Bank, the Asian Development Bank and other donor organizations, and representatives of the private sector and USAID implementers.

## **2. Statement of Duties to be Performed**

### **a. Project Management**

The incumbent serves as On-Budget Monitor (OBM)/Alternate On-Budget Monitor (AOBM), Agreement Officer Representative (AOR)/Alternate Agreement Officer Representative (AAOR) and/or Contracting Officer Representative (COR)/Alternate Contracting Officer Representative (ACOR) on major projects related to the construction and commercialization of energy-infrastructure projects. The position requires initiative and the exercise of independent judgment in activity planning and the identification of problems and required follow-up actions on the project. The incumbent interacts with engineers and project managers of contractors, advisors, and host country counterparts. The incumbent coordinates with project implementation offices to translate recommendations into effective action plans. Total budgetary allocation is between \$20 and 50 million. Specific responsibilities include:

- Supervision of contractor staff and coordination of assigned infrastructure activities and projects. Coordination with contracting and contracted engineering personnel to bring projects to completion;
- Serving as designated monitor and USAID representative when serving as OBM or COR. Duties include the monitoring of OBM contract implementation and coordination with the national energy provider DABS or other Afghan government agencies so that On-Budget projects and activities will be brought to a timely completion;
- Reviewing of unsolicited proposals related to the power and energy sector, determining feasibility and consistency with USAID goals and objectives;
- Serving as a designated representative for USAID during review and appraisal committee meetings, providing technical expertise to the committee on matters concerning the designated project;
- Preparation of detailed scopes of work related to project components, as well as the procurement of services, in cooperation with host government officials. Holds detailed discussions with host country institutions on procurement and takes necessary action for procurement of the services and commodities;
- Provision of technical and financial reviews of project performance, including analysis of project-related problems and possible resolutions, and recommendation of appropriate remedial measures. Incumbent further manages the schedule of projects as a representative of USAID in Afghanistan;
- Drafting of necessary documentation related to project amendments, contracting, outreach and communications;
- Reviewing contracts and agreements in consultation with the Office of Acquisition and Assistance (OAA) and providing guidance to and oversight of contractor actions concerning projects procurement and the use of assets;
- Provides assistance to host country individuals for undertaking project sponsored travel.

## **b. Program Strategy Representation**

In this category, the incumbent:

- Maintains an understanding of Afghanistan government priorities and objectives in the area of energy infrastructure investments, utilization and maintenance; collects and analyzes data to determine those areas in which USAID assistance would have the greatest impact and reconciles conflicting US and Afghan Government objectives.
- Performs all functions related to new project design/ development, ensuring that USAID's Energy Infrastructure-related strategy is coordinated with that of other U.S. government agencies;
- Assists in the administration of USAID/Afghanistan's energy strategy related to private sector development and commercialization; performs all necessary functions to ensure that activities and agreements related to these areas are carried out seamlessly;
- Conducts technical analysis, develops cost estimates, develops design criteria, conducts capacity assessments, equipment requirement projections and training needs assessments.
- Develops and supports the dissemination and discussion of information concerning the Mission's energy infrastructure program through participation in seminars, workshops and conferences.
- Works directly with the Afghan government in order to develop capacity building opportunities with Afghan work force and USAID/Afghanistan. Includes, but is not limited to: organizing training courses, creating a mentor program, training quality control measures.

## **c. Project and Program Monitoring and Evaluation**

The incumbent reviews project reports, conducts site visits, and engages in oral and written communication with project participants and implementing partners; interacts with and provides necessary assistance to visiting consultants, host-country counterparts and project implementation partners. Incumbent interacts with and provides necessary assistance to visiting consultants, key Afghan ministries, counterparts and project implementation partners. The incumbent prepares annual performance report which summarizes the achievements and results of activities and their impact in achieving Mission objectives. The incumbent is likewise responsible for administrative approval of reimbursement claims submitted by DABS and/or program implementers. The incumbent's technical review assesses the validity of the claims and provides the basis for Mission approval or disapproval of the payments. The incumbent also prepares, receives and approves a variety of implementation documents including Implementation Letters, Amendment Agreements, and Scopes of Work. The incumbent also participates in the development of requests for proposals and applications and the evaluation of proposals and applications received.

The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

### 3. Supervisory Relationship

The incumbent reports directly to the Office Director or his/her designate in the Office of Infrastructure.

### 4. Supervisory Controls

None.

## 10. AREA OF CONSIDERATION:

Cooperating Country Nationals (CCN), meaning an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.

According to ADS 309.3.1.4 d “USAID policy is that a CCNPSC is preferred over a TCNPSC in order to integrate the foreign assistance effort into the community, enhance the skills of the cooperating country's population, and contribute to the local economy. ”

## 11. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

## 12. POINT OF CONTACT:-

Any questions about this solicitation may be directed to: [KblAIDHR@usaid.gov](mailto:KblAIDHR@usaid.gov). Applications submitted to this email address will not be considered.

**Note:** No in-person appointments or telephone calls will be entertained, unless you are required to have more information about this solicitation.

## II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** A Bachelor's Degree in Civil, Electrical and/or Mechanical Engineering is required. (Education requirement must be met at the time of application for the subject position).
- b. **Work Experience:** Minimum of five (5) years of progressively responsible work experience related to power construction and program management is required. The incumbent should be able to analyze a broad range of engineering requirements and issues including their social, economic, and environmental impacts. Strong project development and implementation management skills are necessary. (Work experience requirement must be met at the time of application for the subject position).
- c. **Language:** Level IV (Fluent) in speaking/reading English, and Level IV (Fluent) in speaking/reading of Dari and/or Pashtu is required. (English language ability will be tested).
- d. **Knowledge:** The incumbent must have detailed knowledge in the areas of energy infrastructure and business and electrical engineering. The incumbent

must have a detailed understanding of the roles played by government agents related to energy infrastructure and be knowledgeable of current events related to energy development and maintenance in Afghanistan. The position requires a highly complex understanding of issues related to energy-infrastructure and construction, and electrical and mechanical engineering. The incumbent's expertise in these areas will be utilized in his/her review of project specifics, project design and management, and communications with DABS and GOA personnel and their contractors, as well as USAID implementers. Likewise, such information will enable incumbent to identify cross-cutting issues and opportunities for coordination while leveraging interventions and results across development objectives.

- e. **Skills and Abilities:** Strong demonstrated project development and implementation management skills are necessary. The nature of the position requires that the incumbent has a thorough ability to research issues related to energy business and infrastructure, and be able to apply development theory to practical recommendations. The applicant is likewise expected to have a thorough understanding of the inner-workings of USAID/ Afghanistan and its role in USG policy making. Exceptional communication and inter-personal skills are critical, and the incumbent must be able to interact with a broad range of internal and external partners. The incumbent must have an excellent understanding of the complex, multi-sectorial geographical footprint and programmatic scope of the Mission, including a thorough knowledge of the political, social, and economic situation in Afghanistan. The incumbent must also have a good understanding of the USG and Afghan government priorities for the region.

Incumbent must also be able to communicate effectively and accurately with varying levels within the U.S. Government structure including representatives of other agencies at Post, the Ambassador, as well as USAID-Washington. The incumbent is required to be able to draft professionally prepared briefing documents, including participation in and leading the drafting of annual technical, programmatic and fiscal reports. The incumbent must also be able to prepare reports, correspondence, and documents in a fully professional and competent manner requiring few or no editorial changes.

Standard command of software programs for e-mail, word processing, spreadsheets, databases, and graphics presentations is required.

### **III. EVALUATION AND SELECTION FACTORS**

- |                        |                   |
|------------------------|-------------------|
| • Work Experience      | 40 points         |
| • Knowledge            | 30 points         |
| • Skills and Abilities | 30 points         |
| Maximum Points:        | <b>100 points</b> |

After an initial application screening, the best qualified applicants will be invited for a written examination, English Proficiency Test and to an oral interview.

#### **IV. PRESENTING AN OFFER**

13. Applicants are requested to submit a complete application package which must include all required documents (provided below) to [AFPAKjobs@usaid.gov](mailto:AFPAKjobs@usaid.gov) with a Subject line or offer submission: **Project Management Specialist (Engineering) / (72030618R10031).**

#### **REQUIRED DOCUMENTS:**

- a. Cover memo/email text that outlines how your qualifications and experience meet the selection criteria.
- b. Updated and signed version of Application for Employment as a Locally Employed Staff (DS-174) [https://af.usembassy.gov/wp-content/uploads/sites/268/Form\\_DS-174.doc](https://af.usembassy.gov/wp-content/uploads/sites/268/Form_DS-174.doc) (A copy of the DS-174 form can also be downloaded from ACBAR.org under this link <http://www.acbar.org/applicationform>. Applicants who are accessing this solicitation through jobs.af can download directly from the website) AND
- c. A current resume or curriculum vitae.

**IN ORDER TO HAVE YOUR APPLICATION CONSIDERED, YOU MUST SUBMIT ALL THREE REQUIRED DOCUMENTS. IF YOU OMIT ANY OF THE REQUIRED DOCUMENTS, COVER PAGE, CV OR UPDATED AND SIGNED DS-174 FORM, YOUR APPLICATION WILL NOT BE CONSIDERED.**

#### **Note:**

- Ø Only short-listed candidates will be notified.
- Ø This vacancy is open only to Afghan Nationals.
- Ø Applications with unsigned/old DS-174 form will not be considered.
- Ø Applications with insufficient, incomplete and inconsistent information to make a determination will not be considered.
- Ø No in-person appointments or telephone calls will be entertained.
- Ø Applications submitted as .RAR file will not be accepted by the system
- Ø Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the experience requirement. There is no exception for these requirements.
- Ø Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result the rejection of their application from further consideration.
- Ø The Agency retains the full right to cancel or amend the solicitation and associated actions.
- Ø Offers must be received by the closing date and time specified in **Section I, item 3.**

- Ø To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

## **V. LIST OF REQUIRED FORMS FOR PSC HIRES**

Once the Contracting Officer (CO) informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following forms.

1. Pre-employment Medical History and Examination Form
2. U.S Embassy Kabul Security Certification Request
3. Appointment Affidavits Standard Form 61

## **VI. BENEFITS/ALLOWANCES**

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

BENEFITS and ALLOWANCES:

- a. **25% Unique Conditions of Work Allowance (UCWA)**
- b. **Transport Shuttle Service to Female Staff Only**
- c. **Premium Pay**
- d. **Leave Benefits**
- e. **Medical Benefits**
- f. **Death and Disability Benefits**
- g. **Retirement and other end of service benefits**
- h. **Travel and TDY Benefits**

## **VII. TAXES**

The Cooperating Country National (CCN) is responsible for paying local income taxes. The U.S Mission does not withhold year end local income tax payments.

## **VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

USAID regulations and policies governing CCNPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad, “including **contract clause “General Provisions,”** available at:  
[https://www.usaid.gov/sites/default/files/documents/1868/aidar\\_0.pdf](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf) .
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms> .



3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>.
4. **Ethical Conduct.**-By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch**,” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**.-See <https://www.oge.gov/web/oge/nsf/OGE%20Regulations>.

**EQUAL EMPLOYMENT OPPORTUNITY:** The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.